

MILITARY MEDIC PERSONNEL LICENSURE INSTRUCTIONS

Military Medical Personnel refers to individuals who are United States Army Combat Medic Specialists, United States Navy Hospital Corpsmen, or United States Air Force Aerospace Medical Service Specialists.

INSTRUCTIONS FOR LICENSURE:

1. Navigate to the Nurse Gateway: [Licensee Gateway | Mississippi Board of Nursing](#)
2. Click **Register Now** button. This will allow you to create a profile and create a new username and password.
 1. User Information: Fill in name, date of birth, and social security number. Click next to continue.
 2. Contact information: Fill in phone and email information on the screen. Click next to continue.
 3. Address information; Fill in applicable address information. It is important to read this page carefully. Click next to continue.
 4. Demographics: Fill in basic demographic information on this page. Click next to continue.
 5. Account credentials: Choose a username and password. Please remember your choice as this is what is used to log into the Nurse Gateway. Click next to continue.
 6. Verification/Confirmation: The verification page allows you to see a summary of all information you have entered for your Nurse Gateway account. If anything is incorrect, please click previous and change it. When you are satisfied with all information, click the next button then your Nurse Gateway account will be created.
 7. After you have completed registration. Click the following link to access the Licensure by Examination application: [Military Personnel Application 6.2025.pdf](#)
 8. Once the application is completed, submit to email: militarymedic@msbn.ms.gov
 9. **FEE: LPN Applicant \$60.00. Fees are non-refundable. One application is received, you will receive instructions regarding submission of the application fee.**
 10. ****Military Medical Personnel will be eligible for a single state license only.****

Evidence of military training. Email the following forms to the Board at:
militarymedic@msbn.ms.gov

11. Verification of Training and Competency Form (providing at least twenty-four (24) months of clinical experience involving direct patient care completed after military training, including but not limited to trauma or emergency-oriented care): [Military Training Verification and Competency Form.pdf](#)
12. Role Delineation Certificate: [Delineation Application 2025.pdf](#)
13. Official Military Personnel File (OMPF) providing evidence of completion of required military training as a United States Army Combat Medic Specialist, United States Navy Hospital Corpsman, or United States Air Force Aerospace Medical Service Specialist.
14. Submit **official** documentation of a high school diploma from an approved high school or the equivalent.
15. **ENGLISH AS A SECOND LANGUAGE:** Submit evidence of competence in English related to nursing.

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CRIMINAL BACKGROUND CHECK AND FINGERPRINTING:

Miss Code Ann. Section § 73-15-19 (1) and 73-15-21 (1) authorizes the Mississippi Board of Nursing (MSBN) to undergo a fingerprint-based criminal background history check of the Mississippi central criminal data base and the Federal Bureau of Investigations criminal history data base on all applicants for licensure. Please follow the instructions below to complete the criminal background check process. For repeat examination applicants, if you have been fingerprinted within the previous two (2) years by the Mississippi Board of Nursing the instructions below are not applicable. You do not have to re-register for a CBC.

16. Once you receive email confirmation, you will be able to register for CBC.
17. Complete the CBC registration using the exact name as used on the examination application. If you have undergone a name change different from the name on your photo identification, you must present the necessary legal documents (i.e., marriage certificate, divorce decree, or other legal name change document) as proof at the time of fingerprinting.
18. FEE: \$75.00. Fees are non-refundable
19. For CBC, you will have the option to schedule an appointment to come to the MS Board of Nursing office to have fingerprints completed or the option to request to have a fingerprint card mailed to applicant's address.
20. Only the fingerprints and CBC performed by the Mississippi Board of Nursing will be accepted.
21. If you answered yes to any of the discipline questions, please allow additional time for the CBC process to be completed because of additional follow-up by board staff.
22. An applicant must provide two (2) sources of identification, one of which being a government issued current, valid and unexpired picture identification document. A driver's license is preferred for the picture identification but in the absence of a driver's license, a state-issued identification card may be acceptable. Other forms of identification documents may include: School Issued Student ID, State Government Issued Certificate of Birth, U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2), U.S. Passport, Federal Government Personal Identity Verification Card (PIV), U.S. Tribal or Bureau of Indian Affairs Identification Card, Social Security Card, Court Order for a Name Change/Divorce, Marriage Certificate (Government Certificate Issued), U.S. Government Issued Consular Report of Birth Abroad, Foreign Passport with Appropriate Immigration Documents, Certificate of Citizenship (N560), Certificate of Naturalization (N550), INS 1-688 Temporary Resident Identification Card.
23. To expedite the licensing process, applicants who have checked "YES" to the questions related to misdemeanor or felony offenses/charge(s), or have charges pending against them for a felony or misdemeanor, other than a minor traffic violation in any state or jurisdiction, must provide the board with the following pertinent records including but not limited to:

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- Certified copies of any and all court records, i.e., court abstracts or court orders.
 - Evidence that all court ordered requirements have been met, i.e., fines paid, classes completed, probation completed, etc.
 - A written detailed explanation as to the circumstances leading to each criminal offense. This information should be uploaded to your Nurse Gateway at the time the applicant completes the Licensure by Examination application.
24. Applicants with potentially disqualifying events may be required to submit additional information as requested by the board. MSBN staff will contact the applicant either by phone or letter to request as needed.
 25. Applicants should NOT CALL THE BOARD REQUESTING THE RESULTS OF THEIR CBC. THIS INFORMATION WILL NOT BE GIVEN OUT OVER THE PHONE, IN PERSON, BY MAIL, and copies of CBC results will not be available through the board office.
 26. Allow additional time for the CBC process to be completed because of additional follow-up by board staff. The amount of additional time required is dependent on the applicant's ability to provide necessary documents and the time required for the board to review the information. A set timeframe cannot be given.
 27. A second set of prints may be requested by MSBN staff if inconsistencies associated with the original fingerprint submission cause the submission to be rejected. (Do not call MSBN to check acceptance of fingerprints. If inconsistencies are noted, board staff will contact the applicant.)
 28. If an applicant disagrees with the CBC results, they must contact the Board in writing within 10 business days of notification. This will be forward to the FBI. ONLY THE FINGERPRINTS AND CBC PERFORMED BY THE MISSISSIPPI BOARD OF NURSING WILL BE ACCEPTED
 29. CBC reports are only valid for two years. If your CBC expires before you are finished with the licensing process you will need to redo your background check with the Board of Nursing.

TO REGISTER FOR NCLEX EXAMINATION (Pearson Vue)

1. NCLEX/Pearson Vue fee: **\$200**
2. The NCLEX application may be accessed online through the NCLEX website at www.vue.com/nclex, or via phone at 1- 866-49NCLEX (1-866-496-2539).
3. Follow all directions accurately and completely.

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4. Once the NCLEX® application has been submitted, candidates who want to change the state where licensure was requested or the type of examination (RN or LPN) requested are required to pay a \$50.00 change fee.

****Nurse Licensure Compact (NLC) Practice Eligibility**

To practice as a Registered Nurse (RN) or Licensed Practical/Vocational Nurse (LPN/VN) under the NLC, an individual must hold a multistate license issued by their primary state of residence.

Eligibility for a multistate license requires that the nurse has either:

1. Graduated, or is eligible to graduate, from a prelicensure RN or LPN/VN program approved by a state licensing board; **or**
2. Graduated from a foreign prelicensure RN or LPN/VN program that:
 - a. Is approved by the appropriate accrediting authority in the country of origin, **and**
 - b. Has been evaluated by an independent credentialing agency as comparable to a U.S. licensing board-approved program.

Military medical personnel who do not meet the above educational criteria may be issued a single-state license upon fulfillment of all other licensure requirements.

High School Transcripts:

You must request your school submit an official transcript to the MS Board of Nursing. The Board will accept transcripts sent

1. electronically through Parchment transcript service (the recipient will be MS Board of Nursing)
2. National Clearinghouse, the email is transcripts@msbn.ms.gov or
3. mailed directly from the registers/counselors office of your school to the MS Board of Nursing (see address below).

Choose only one of the above methods to send transcripts. Transcripts cannot be mailed by the applicant to the Board, hand delivered, faxed, or emailed to Board staff.

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